



Mobile Digital Recordkeeping with Google Docs

Doc.No. **SOP-01**
 Title: Chestnut Preharvest Checklist
 Effective Date: January 1, 2015
 Developed by: Phil Tocco, Michigan State University
 Reviewed by: _____ GAP Coordinator, Date: _____

Chestnut Preharvest Checklist

Harvest dates _____

Block _____

Crew responsible for harvest _____ PHI _____

Last Crop Protectant applied _____

Toilet and wash facilities are located as necessary for harvest activities

Potable water is available to workers

Harvest truck is clean and protected

Harvest equipment is clean

There is no evidence of unauthorized entry into the crop area

There is no evidence of domestic or wild animal crop damage

There is no evidence of physical contamination in the crop area

There is no fuel or chemicals which might contaminate the crop areas-or if there are they are isolated and will not be harvested

There are no notable sources of biological or physical contaminations such as dump sites, manure, burning debris etc, that may affect food safety

Additional transportation equipment is clean and available if necessary

 Signature of Assessor

 Date

Implementing good food safety in the production of fruits and vegetables requires attention to detail. One area where detail is important is in the area of recordkeeping. Often the difference between good records and poor records is having the necessary recording implements handy when monitoring processes. Using smartphones and digital devices may overcome many barriers to effective and efficient recording of info.

This guidance document and episode describe how to use the Forms function in Google Docs to create an online food safety record for free, cloud-based reporting of food safety activities anywhere a worker's smartphone can take them.

Many people associate Google with simply a search engine. While Google has created a search engine, Google also offers a suite of other software applications, including an application called Google Docs. This application

is a traditional word processing program with some fairly useful extensions. One extension is Forms. In Forms, a user can create an online survey that can be answered anywhere by clicking on a link to bring the survey questions up. The link can be sent via e-mail and can be answered via tablet, smartphone or laptop.

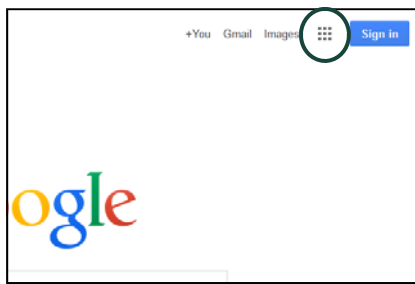
The first step in setting up a digital record book through Google docs is to have a concise and well written food safety manual. The better it is written, with consolidated records based around general activities, like harvest or grading, the better the result after conversion to digital.

After a concise food safety plan is written, the next step is to determine which records would be best to digitize. Not all records make sense to be in digital formats. Records that do make sense to digitize are those that require frequent recordkeeping events. As an example, a mock recall performed once every six months probably is not worth digitizing. A sanitizer monitoring log, where the monitoring must happen hourly during packhouse operations makes sense to digitize. Another con-

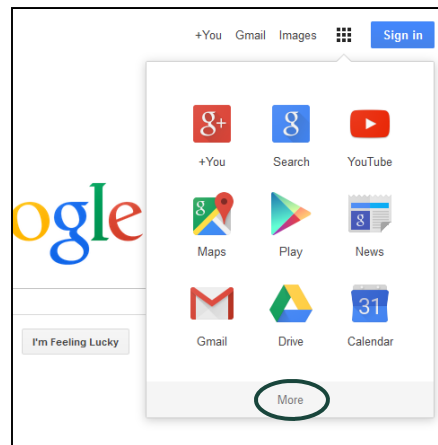


sideration is the number of people who need to record information and their geographic distribution on the farm, relative to the record log. If three geographically dispersed workers have to record information, having a digital log will allow each of those workers to enter data in real time on one log sheet without having to generate three pieces of paper or transcribe three logs into one.

Once a record has been selected to digitize, it is time to go to the Google website and find Forms. Click on the Apps icon (Pictured as Step 1) in the upper right corner of Google's main search screen, then click, "More" at the bottom of the drop down menu (Pictured as Step 2).

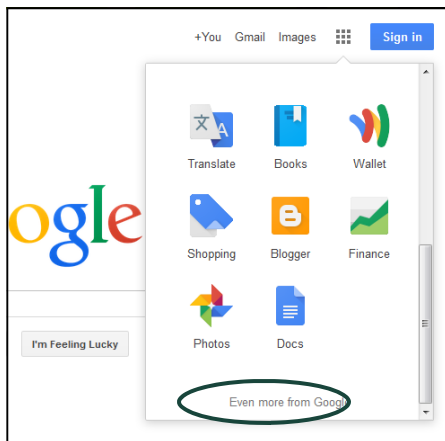


Step 1

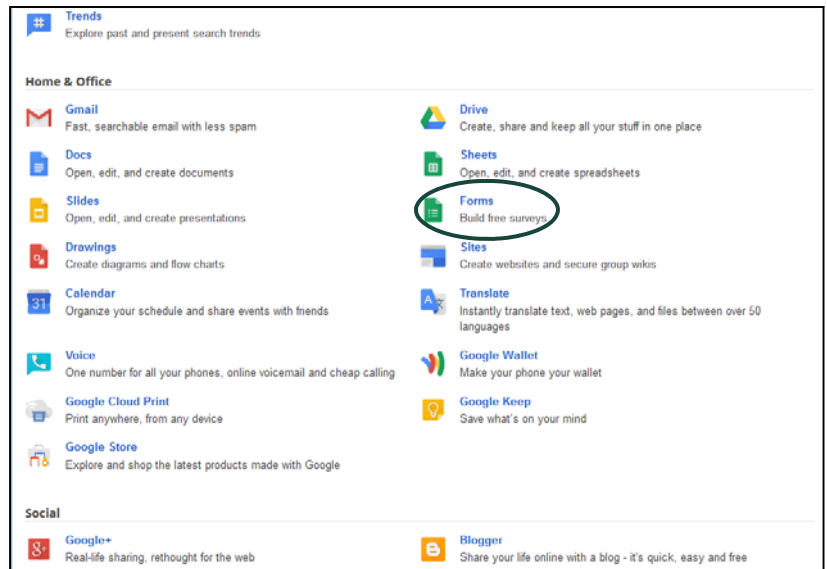


Step 2

When the second set of apps opens, press the "Even more from Google" link at the bottom of the drop down menu (Pictured as Step 3). When the next page loads, scroll down to the "Home & Office" Section and press the "Forms" link (Pictured as Step 4).



Step 3



Step 4



The next page to open up will be a blank form template that can be used to create a recordkeeping log. Depending on whether you are logged in with your Google account, it may ask you to log in first, but will ultimately direct you to the template page (Pictured as Step 5).

The screenshot shows the Google Forms editor interface. At the top, there is a menu bar with options: File, Edit, View, Insert, Responses (0), Tools, Add-ons, and Help. A 'Send form' button is visible in the top right corner. Below the menu, there are navigation buttons: 'Edit questions', 'Change theme', 'View responses', and 'View live form'. The main content area is divided into two sections. The first section is 'Form Settings', which includes several checkboxes: 'Require Michigan State University login to view this form' (checked), 'Automatically collect respondent's Michigan State University username', 'Show progress bar at the bottom of form pages', 'Only allow one response per person (requires login)', and 'Shuffle question order'. The second section is 'Page 1 of 1' and contains the form configuration for a question. The question title is 'Untitled Question'. The question type is set to 'Multiple choice'. There is one option labeled 'Option 1' and a 'Click to add option' button. An 'Add "Other"' link is also present. At the bottom of the question configuration, there is an 'Advanced settings' section with a 'Required question' checkbox. A 'Done' button is located at the bottom left of the question configuration area. An 'Add item' dropdown menu is at the bottom of the page.

Step 5

Begin to enter the recordkeeping log questions as they are laid out in your checklists and save the form once finished. On the next page, you can see a side by side comparison of a compliance checklist and the corresponding form as it would be entered in Google Forms.



Doc.No. **SOP-01**
Title: Chestnut Preharvest Checklist
Effective Date: January 1, 2015
Developed by: Phil Tocco, Michigan State University
Reviewed by: _____ GAP Coordinator, Date: _____

Chestnut Preharvest Checklist

Potable water is available to workers
Harvest truck is clean and protected
There is no evidence of unauthorized entry into the crop area

Signature of Assessor

Date

Chestnut Preharvest Checklist

Form Description

Potable water available to workers?
 Yes

Harvest truck is clean and protected?
 Yes

There is no evidence of unauthorized entry into the crop area?
 Yes

Question Title: Assessor Name
Help Text:
Question Type: Choose from a list - Go to page based on answer

1. John x
2. Bob x
3. Click to add option

Advanced settings
Done Required question

When all the questions have been entered into the form, hit the “Done” button. The next window will preview the form. If the form looks ready to publish, then press the “Send Form” button at the bottom of the page. A popup window will be generated with the website URL for the form entry. Note that you can shorten the URL by clicking the box that says “Short URL” (See below) This URL can be sent to anyone who needs to input data into the form. An example of the popup window can be seen below.

Send form

Link to share
<http://goo.gl/forms/H0xhZLA0Ho> Embed

Short URL **Press Ctrl+C to copy.**

Share link via:

Send form via email:

Looking to invite other editors to this form? [Add collaborators](#)

Done



To retrieve the data submitted by workers, go into your Google Drive. In your drive, you will see both the form that was created (labeled “A” below) and a database of the responses (Labeled “B” below). To retrieve worker responses, just open the checklist responses file. This is what you would use during an audit to show compliance. It can either be opened in the browser or exported and printed in advance of your audit and placed in the appropriate spot in your food safety manual.

